



2005 Service-Learning Impacting Citizenship Implementation Site Memorandum of Understanding

This memorandum outlines the terms of agreement for **Leon County, Florida** (County) and the Points of Light Foundation (the Foundation) for the period beginning January 1, 2005 through September 30, 2005. The purpose of this memorandum is to outline the nature, scope and terms of the Service-Learning Impacting Citizenship (SLIC) Program designed to increase civic participation in high school aged youth and to delineate the responsibilities and obligations of the County and the Foundation.

I. Project Management

- Patrick Doyle, Director of Capacity Building, Youth & Family Outreach, oversees the Foundation's SLIC Program. Additional Foundation support for this program is provided by all members of Youth & Family Outreach at the Foundation.
- The County's lead staff contact for the Service-Learning Impacting Citizenship Program is Jeri Bush, Director of VolunteerLEON.

II. The County, as a partner in the SLIC Program, will be expected to execute the following:

- Participate in monthly technical assistance calls
- Complete a program action plan and get POLF approval before beginning activities
- Conduct a high quality service-learning program incorporating the 8 critical elements of service-learning
- Provide a significant service experience for all participants
- Provide feedback on content of civic knowledge and skills curriculum
- Implement SLIC curriculum with high school aged youth, including conducting all Core Components outlined in the curriculum
- Provide feedback on participant evaluation tools
- Participate in program reporting and program evaluation process including:
 - Conducting pre/post test for all participants and return to the Points of Light Foundation
 - Submit budget and narrative report to the Points of Light Foundation by June 15, 2005 (covering activities between January 1 and May 31, 2005)
 - Submit budget and narrative report to the Points of Light Foundation by September 15, 2005 (covering activities between June 1 and August 31, 2005)
 - Complete Learn and Serve America reports through the LASSIE system as outlined by Learn and Serve America
- Facilitate site visit for POLF Staff, if requested. Site visits should include; an opportunity to see the County and at least one service site, a meeting with staff implementing program, and a chance to see youth either doing service or completing structured reflection designed to enhance civic skills and knowledge
- Participate in VC Youth Service Listserv

- Share effective practices with POLF and other Volunteer Centers

III. The Foundation's Responsibilities:

- Provide the County with \$5,000 for participation as an implementation site. The Foundation will distribute this award in two payments to the Volunteer Center of \$2,500. The first payment will be remitted upon receipt of the fully signed and authorized Memorandum of Understanding. The second payment will be remitted by June 30, 2005 provided the site has submitted the First progress report.
- Provide each Center with a copy of the SLIC Curriculum
- Support Implementation Sites by assigning a VC Mentor as a primary point of contact.
- Host monthly technical assistance calls to provide regular opportunities to share content expertise and communicate with all sites.
- Provide pre and post tests to assess participant increases in civic knowledge, skills, and participation.
- Conduct an overall program evaluation.
- Report results and activities to the Corporation for National and Community Service.
- Conduct a site visit to 5 Volunteer Centers.
- Distribute curriculum to National Network of Volunteer Centers.
- Create 5 new Issue-Based Curriculum Modules.
- Provide the County with timely information and updates concerning the Corporation for National Service's regulations, policies and procedures and any amendments thereafter.

IV. Reporting of Site Activity

The County will provide a written work plan by January 21, 2005, as well as progress reports to the Foundation on June 15, 2005 and September 15, 2005. These reports will summarize the progress made during each phase towards accomplishing the Foundation's overall SLIC program objectives, as well as the County's proposed program objectives. The reports will also capture additional non-objective-related accomplishments, unique stories, challenges (and the actions taken to resolve them), and significant program changes (both positive and negative). The County will also complete progress reports on the LASSIE system of CNCS as outlined by Learn and Serve America dates TBD. Some changes to reporting deadlines and requests may be made based on changes and requests from Learn and Serve America.

V. Foundation Support and Assistance

The Foundation will provide ongoing service-learning and civic engagement technical assistance and consultation support to the County. The County should anticipate regular communications by mail, phone, fax, e-mail and Intranet, primarily from a Volunteer Center peer mentor. All sites and the Foundation will have a technical assistance call the first Thursday of every month at 2 PM EST to deliver helpful content and relevant updates. The Foundation will also facilitate the development and dissemination of materials based on the learnings of the SLIC Program throughout the Volunteer Center National Network. Other methods of communication will be developed as needed.

VI. Usage of the Points of Light Foundation Logo and the Learn & Serve America Logo

The County will provide recognition to the Points of Light Foundation and Learn and Serve America by including both logos on all program materials such as flyers, t-shirts, and brochures. The Points of Light Foundation logo should be used in compliance with the POLF logo guidelines provided by

the Points of Light Foundation. The Learn and Serve America Logo should be used in compliance with the Graphic Standards User's Guide provided by the Corporation for National and Community Service. Both documents have been forwarded to the County.

The Foundation or the County has the prerogative to withdraw from this agreement after good faith efforts have been made to resolve any significant problems that may arise.



AUTHORIZATION

The Volunteer Center and the Points of Light Foundation hereby acknowledge by their signatures that they have read, understood, and agreed to all terms, conditions and rules of this agreement.

Leon County, FL Certifying Official

Signature Date

Cliff Thael, Chairman
Printed Name

Leon County Board of County Commissioners Tallahassee, FL
Volunteer Center City/State

ATTEST:
Bob Inzer, Clerk of the Court
Leon County, Florida

BY: _____

Approved as to Form:
Leon County Attorney's Office

BY: _____
Herbert W.A. Thiele, Esq.
County Attorney

Points of Light Foundation

Signature Date

Robert Goodwin; President and CEO
Printed Name